

Legal Assistant (Working Title: Intake Clerk)

Status: Executive Service

Agency: Health Care Finance & Administration/TennCare, Eligibility Division

Note*:

This is an Executive Service Appointment. An Executive Service employee serves at the pleasure of the Appointing Authority. As such, if conditions arise such as work curtailment or unavailability, sub-standard work performance, poor attendance or conduct, termination of employment may occur prior to the completion of 1 year. Further, individuals hired into this open position(s) will not have a right to appeal, or standards for the application of disciplinary procedures applying to regularly appointed employees that have achieved career status do not apply to executive service appointed employees.

Job Description:

Legal Assistants will perform duties in support of the clerk's office intake process and processes associated with the proper classification and determination of all appellant documentation. Legal Assistants are required to be thoroughly familiar with Medicaid rules, regulations and policies to ensure that eligibility determinations are accurately made and that resolution of appeals are appropriate. Clerk's office Legal Assistants will also generate notices and letters, serve in the Clerk's Office call center, schedule appeal related hearings and work closely with the print and mail departments.

Qualifications:

- Education equivalent to graduation from an accredited college, university, or professional school with one of the following:
 - Associate's Degree in Paralegal or Legal Assistant studies;
 - OR Bachelor's Degree in Paralegal or Legal Assistant studies;
 - OR Paralegal Certificate;
 - OR one year (28 semester hours) of graduate level law school
- Ability to adapt to changing priorities and deadlines
- Ability to exercise sound judgment
- Strong organizational skills necessary, including the ability to prioritize, multi-task and manage workload to meet specific timeframes and deadlines
- Excellent writing and communication skills required

Job Location:

Nashville, Tennessee

How to Apply: Qualified candidates should send their resumes along with a cover letter to michelle.nulty@tn.gov by October 26, 2017.